

# Warsaw

Model United Nations



**October 2012 Conference:  
Information Booklet N<sup>o</sup> 2**



# how to prepare for MUN

Preparation is a vital point if someone is willing to be a professional and active delegate during Model United Nations.

Before the beginning of the conference delegations are assigned to countries they will be representing.

The extensive research and thorough preparations are inevitable to represent their member state in committees. Ahead the conference, each delegate is required to prepare several documents (opening speech, policy statement, draft resolution) that will be presented on the session.

Due to this, it is crucial to investigate the policy of represented country as much as possible, taking into account its history, geography, culture, policy, economy, current problems, particularly in the context of the debated issue. The diversity of information sources is sincerely desired. It is recommended to start with the website of the UN ([www.un.org](http://www.un.org)) where the delegates can learn how the UN works and find a lot of useful information concerning their subject. The website of the Mission to the UN of your assigned country will prove helpful. Apart from the Internet and traditional sources such as books and newspapers, the embassy of the represented country is mostly very supportive as well. Moreover, the Chairs of each committee prepared Study Guides according to the debated questions. They are available on the WawMUN website ([www.wawmun.pl](http://www.wawmun.pl)) and on Facebook.

## Conference Staff



### Secretary-General

The highest official during the Warsaw Model United Nations. She is responsible for making sure that the conference runs in accordance with the agenda and that the formal (as well as some informal) rules are being exerted. She announces the opening and the closing of the conference. Secretary-General is also a final arbiter and decision-maker during the MUN, concerning form and substance of the debates as well as the technical and logistic issues. She holds the power to issue valid and effectual interpretations of the rules of procedure. In case of any uncertainties which may occur during the debates, the Chairs have a right





to ask the Secretary-General to announce the final solution. The Secretary's decisions are of utmost importance and therefore can suspend the Chairs decisions.



### **Under Secretary-General**

The Secretary-General has a right to nominate at least one deputy, which will act on behalf of the Secretary. Deputy or the deputies are representing the highest authority of the Secretary-General and therefore are entitled to execute his reserved powers. Secretary-General can divide the responsibilities between larger number of the deputies. At Warsaw Model United Nations you can find:

- ① Under SG Staff & Logistics
- ② Under SG External Relations
- ③ Under SG Finances



### **The Chairs and Deputy Chairs**

The Chairs and their respective alternate chairpersons are the leaders of the committees. Their duty is to organise and preside over the debates. However, they are not the members of none of the committees and therefore they have no right to express their opinions about the topic of the discussion. Their responsibility is to run the sessions in accordance with the rules of procedure and thus they are entitled to answer all the delegates' questions concerning formal issues. The Chairs decision, in reference to the delegations, is always final. When the Chair is not present in the house or he/she is not able to preside over the session, he/she may grant the Deputy Chair an authorization to conduct the meeting of the committee. In case of such situation, the Deputy Chair possesses all powers assigned to the Chair's post.

Please note, that in some committees it is also allowed to address the Chair as "The President". This refers to the special committees called "councils", which are the Security Council and the Economic and Social Council.



### **The President of the General Assembly**

This official presides over the sessions of the General Assembly, which is the forum of all delegates from all the committees. The GA meeting is held during the last day of conference, after committees have agreed on the final resolutions' propositions and they are now intended to be discussed and voted by all the Member States representatives. The President acts similarly to the Chair, being the person who bears the responsibility of upholding the formal rules during session, granting the speakers the floor and conducting the voting procedures. In extraordinary situations or when the President is not able to run the GA





meeting, the house can debate under the Secretary-General or authorized Deputy Secretary-General.

### The Pages

Perhaps being the most important part of the staff, the Pages are responsible for carrying the documents for the delegates as well as passing the formal information between the delegates during their debates. They work intensively to provide the participants with sufficient circumstances to actively and successfully represent their countries. The Head of Pages is an official leader of the Pages Staff.

## documents

### Position Papers



While gathering some information about the represented country it is advisable to write a position paper, which is a brief summary of the country's policy on the topic that will be discussed in the committee. Writing a position paper is not compulsory, although it might occur to be very useful while writing the draft resolution or giving speeches.

### Speeches



When giving speech at the floor of the General Assembly or committee, the delegates are to obey certain rules:

- ② A speech must always begin with a formal phrase:  
"Thank you Mr.../ Madame/ Honourable Chair/ President..." or  
"Distinguished chairs, honourable delegates"
- ② During a speech delegates should not use "I" as they are not presenting their own opinion but the policy of their country. Therefore, delegates must be addressed in the third person as well.  
e.g. "Honourable Ambassador of the United States of America"
- ② The time allotted for a speaker is set by the Chair or President and can be changed during the debate.
- ② The speech cannot be offensive and must be always relevant to the issue under discussion.





- ⑨ Upon finishing every speech the delegate must yield the floor to The Chair.  
e.g. "I yield the floor back to the President of the General Assembly"

### Opening Speech



Before the conference each delegation has to prepare an opening speech. This is a special type of a speech that will be presented by the head of the delegation during the Opening Ceremony at the first day of MUN.

The speech should last about two minutes and concern the most relevant issues affecting the represented country in the context of the conference's main theme. Please, take into consideration that the aim of the opening speech is to present only the general standpoint of the country; that will enable other delegates to acknowledge your country's policy.

The choice of the head, which will deliver that speech, belongs to the delegation. The Ambassadors to the Security Council are the most common speakers during Opening Ceremony, but the delegations are free to nominate any of their members.

### Policy Statement



Policy statements is the presentation of the country's line in the context of the particular subject. Thus, it is required to be more detailed than the Opening Speech and it is preferable that Policy Statement recalls to the previous documents and resolutions. It aims to provide other delegates with the information according to which they will be able to find the allies for their solutions.

This document should also be prepared before the conference and it subjects to the same rules as the Opening Speech.

## Committee Proceedings

### Lobbying



At the beginning of the committee sessions (after countries state their policies) Informal lobbying is held. It is an opportunity for the delegates to discuss and compare their draft resolutions with other delegates. During Informal Lobbying they

Search for co-submitters. The main aim of Informal Lobbying is to combine several resolutions into a common one. This process is called merging. After the resolution is printed in the correct form it must be handed to the Chair of the committee.





## Debate

The course of a debate is as follows:

- ② The Chair shall administer a roll call procedure to check the status of attendance.
- ② The Chair shall set the agenda by reading the topics. The committee will decide which topic will be debated first (simple majority is required).
- ② The Chair shall allow the delegates to present their policy statements.
- ② The Chair shall set the time for informal lobbying.
- ② After lobbying, the Chair opens the debate on the chosen topic.
- ② The Speaker's List is set.
- ② After the Speaker's List is set the Chair may decide whether to allow more Speakers.
- ② The Speaker's time is set (simple majority is required).
- ② A Working Paper may become a Draft Resolution after a vote by a simple majority.
- ② Amendments: Each delegate can submit an amendment to a draft resolution during the debate. Firstly he/she has to write the proposed changes on an amendment sheet distributed by the Page Staff and send it to the Chair. If the amendment is in order, its submitter shall take the floor and read it aloud to the committee. When the amendment is proposed the debate on the resolution is suspended and the debate on the amendment begins. The Chair shall set the time for and against the amendment. Then the amendment is voted and if it passes it becomes a part of the resolution. After voting the committee returns to the debate on the resolution from the point at which it was suspended.

The amendments can only concern the text of the discussed resolution. The amendment to the amendment (also entitled a "second degree" amendment) is not in order. However, it can apply to the already amended part of the resolution.

- ② When the debate time on the resolution has been exhausted the Chair shall extend the debate time or close the debate and conduct the voting. Simple majority is required to pass a resolution.





# Parliamentary Procedures



## Examples of phrases to be used by delegates:

- ① *Distinguished Chairs, honourable delegates...* this phrase is used every time when a delegate gives a speech
- ① *My country wants to speak in favour/against the resolution/amendment because...*
- ① *Is the honourable delegate aware/not aware that...* remember that the delegate can't be addressed as "you".
- ① *Does the speaker/honourable delegate agree/not agree that...*
- ① *I yield the floor to...* this phrase is used by the speaker when he/she finishes his/her speech. For example: *I yield the floor to the Chair/to the delegate of ...*



## General rules

- 1) The decision of the Chair is always final.
- 2) Only the delegates recognized by the Chair have the right to speak.
- 3) All the delegates recognized by the Chair have to stand up and address the Chair at first.
- 4) The Chair can limit the time of debate and the number of points of information.
- 5) Talking is not allowed during the debate.
- 6) Delegates are allowed to send written messages during the debate to the Chair and other delegates.



## POINTS

- ① None of the points shall interrupt the speaker except the point of personal privilege.
- ① The delegate requesting to rise a point has to rise the placard and wait for the Chair's permission to express the point.

POINT OF INFORMATION – it is a question to the speaker who has the floor concerning the issue which is actually debated. After speeches, delegates can be open/not open to points of information. If he/she is open, other delegates are allowed to ask questions concerning the speech. The delegate requesting a point of information has to rise the placard and wait





for the permission of the Chair. Delegates addressing the speaker may request a Follow Up. It is granted by the Chair. The Follow Up is in order when the delegate who asked the question feels that the speaker didn't manage to answer this point of information. A Follow Up to a Follow Up is out of order.

POINT OF ORDER – it relates to the procedure of the debate. It is in order when a delegate wishes to inform about a breach of the rules during the debate.

POINT OF PARLIAMENTARY INQUIRY – it can be risen when a delegate wants to ask a question concerning the rules of procedure.

POINT OF PERSONAL PRIVILEGE – it can be risen when a delegate feels a physical discomfort (it is too stuffy in the room) or he/she can't hear the speaker. This point can interrupt the speaker.

RIGHT OF REPLY – it is a special type of a point, which can be raised when a delegate's speech offended another delegation or contained untruthful or inappropriate information about that country. The delegate requesting a Right of Reply has to rise the placard immediately after the abusive address and wait for the permission of the Chair. The Chair may interrupt the speaker executing his Right of Reply when the delegate does not refer to the offensive words of another delegate. There are no Rights of Reply to Rights of Reply.



## MOTIONS

- ② Motions cannot interrupt the speaker.
- ② To be considered, every motion must be seconded by at least one delegate.
- ② If the motion is seconded, it is voted.
- ② Abstentions are not allowed.

MOTION TO MOVE TO VOTING PROCEDURES – this motion is in order when the delegate wishes to end the current debate and move directly to the voting procedures. It requires a majority of two-thirds to carry.

MOTION TO CHANGE THE SPEAKING TIME – this motion is in order when the delegate wants to change the time allotted to speakers by the Chair. When putting this motion forward, the delegate must propose another time limit. This motion requires a simple majority to carry.







MOTION TO TABLE DEBATE – it is used to put off the debate concerning a specific issue. If there is enough time, the house will return to the tabled debate later. It requires a majority of two-thirds to carry.

MOTION TO CALL FOR THE DIVISION OF THE HOUSE – this motion is in order when the resolution was voted and there is very little difference in the number of votes in favour and against. If it passes, each delegate will declare his/her vote aloud. It requires a simple majority to carry.

MOTION FOR UNMODERATED CAUCUS – this motion is in order when the delegate wishes to suspend the typical rules of debate and communicate with other delegates freely moving around the room. When putting this motion forward, the delegate must specify the purpose and propose the time limit. It requires a simple majority.

MOTION TO SPLIT THE HOUSE – this motion is in order when the delegate wishes there is no abstentions during the final voting procedure. It requires a simple majority to carry.

MOTION TO RETAKE VOTE – this motion is in order when the result of the voting procedure ends with the difference of one vote. This motion must be only seconded to carry (there is no voting procedure). If it carries, there is a period of 5 minutes of unmoderated caucus in order to talk freely about the resolution.

MOTION FOR SUSPENSION OF THE MEETING – this motion is in order when the delegate wishes to suspend the session of the committee. When putting this motion forward, the delegate must specify the time of suspension (therefore, the predicted time after which the committee should restart the debate). It requires a simple majority to be entertained.

MOTION FOR DIVISION OF THE QUESTION – this motion is in order when the delegate ~~wishes to split the proposed document which is being~~ discussed in the house. The motion can refer to submitted amendments or resolutions. The delegate must specify precisely the nature of the proposition. If the motion passes, newly-created documents after division must be discussed consecutively, regardless of further documents or topics on the agenda. It requires 2/3 majority.





Motion/Point	Required votes
MOTION TO MOVE TO VOTING PROCEDURES	2/3 majority
MOTION TO CHANGE THE SPEAKING TIME	Simple majority
MOTION TO TABLE DEBATE	2/3 majority
MOTION TO CALL FOR THE DIVISION OF THE HOUSE	Simple majority
MOTION FOR UNMODERATED CAUCUS	Simple majority
MOTION TO SPLIT THE HOUSE	Simple majority
MOTION TO RETAKE VOTE	Second
MOTION FOR SUSPENSION OF THE MEETING	Simple majority
MOTION FOR DIVISION OF THE QUESTION	2/3 majority
POINT OF INFORMATION	Chair
POINT OF ORDER	Chair
POINT OF PARLIAMENTARY INQUIRY	Chair
POINT OF PERSONAL PRIVILEGE	Chair





#### OFFICIAL NOTE-PASSING COMMUNICATION

During the formal debate the delegates cannot communicate personally. The only possible form of communication is by sending short messages to other members of the house. Messages are passed by the Pages Staff and if the subject is not related with the debate, Page may refuse to pass the note.



#### DRESS CODE

All the participants of the conference should be dressed appropriately to the specifics of The Conference, the United Nations and the diplomatic protocol. Your appearance is very important when you represent your country, thus **the dress code is strictly formal**.



Bear in mind that in case the delegate's attitude or appearance besmirches or undermines the sobriety of the conference and the other delegates, the Secretary-General may execute his power to exclude the delegate from the General Assembly or committee session.





# Schedule



## Wednesday, October 24<sup>th</sup>

17.00 – Training session for the inexperienced Delegates  
Stefan Batory High School (6 Myśliwiecka Street)

## Thursday, October 25<sup>th</sup>

8.30 – Beginning of the Registration for the Delegates  
*The Royal Castle* – entrance next to “Café Zamek” (Castle Square)

9.30 – *Opening Ceremony*  
*The Royal Castle*

11.00 – Break

11.30 – *The first session of the General Assembly*  
• Opening Speeches from Heads of the Delegations  
*The Royal Castle*

13.15 – Transport to the Parliament Building (Wiejska Street)

14.00 – Lunch Break and Guided Tour  
“Sejm” – Parliament Building  
14.00 SC, WTO, HRC, CEU + Supervisors – Guided Tour | WHO, CSW, EcoSoc,  
HSC – Lunch  
15.00 WHO, CSW, EcoSoc, HSC – Guided Tour | SC, WTO, HRC, CEU +  
Supervisors – Lunch

15.30 – *Debates in Committees – 1<sup>st</sup> session*  
“Sejm” – Parliament Building  
*Room N<sup>o</sup>: 12 – World Health Organization*  
*13 – Commission on the Status of Women*  
*14 – Economic and Social Council*  
*22 – World Trade Organization*  
*23 – Security Council*  
*24 – Human Rights Council*  
*25 – Historical Security Council*  
*Conference Room – Council of the European Union*

17.15 – Coffee Break

17.45 – *Debates in Committees – 2<sup>nd</sup> session*  
“Sejm” – Parliament Building

Note: The duration of the 2<sup>nd</sup> session may vary between each Committee, however it will not last longer than 19.00.



**Friday, October 26<sup>th</sup>**

9.00 – *Debates in Committees* - 3<sup>rd</sup> session  
“Sejm” – Parliament Building

11.30 – Coffee Break

12.00 – *Debates in Committees* - 4<sup>th</sup> session  
“Sejm” – Parliament Building

14.00 – Lunch Break  
“Sejm” – Parliament Building

15.00 – *The second session of the General Assembly*  
• Special Summit  
“Sejm” – Parliament Building (Plenary Chamber of the Lower House of Parliament)

17.00 – Coffee Break

19.00 – The end of the second session of the General Assembly

**Saturday, October 27<sup>th</sup>**

10.00 – *The third session of the General Assembly*  
• Special Summit  
“Sejm” – Parliament Building

12.00 – Coffee Break

12.30 – *The fourth session of the General Assembly*  
• Special Summit  
“Sejm” – Parliament Building

14.00 – *Closing Ceremony*  
“Sejm” – Parliament Building

15.00 – The farewell banquet  
Stefan Batory High School

Dear Delegates,



As the venue of the Conference is the **Parliament Building of the Republic of Poland** it is crucial that you behave in a manner ~~suitable~~ for the institution. The rules have to be obeyed and we will not hesitate to exclude you from the Conference should you fail to respect the Building, as it represents the authority of the state.

The entrance to the Building requires a security check every time you leave and re-enter. Your IDs will enable you to move on a restricted area of the Parliament and we kindly ask you not to leave the Building too often and unattended. For sessions taking place in the Parliament, please arrive well in advance of the scheduled beginning of your committee's debates to allow sufficient time for the security checks and other necessary procedures. At all times you should have your ID displayed or you will be denied entry to the Parliament. Instructions and rules from the Organizers or the Parliament Guard must be followed without any delay.



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### Organizers



### Strategic Partner



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October 2012: Minorities in Focus

